



**COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles**

2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

November 6, 2007

Honorable Board of Commissioners
Community Development Commission
of the County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**ARCHITECTURAL SERVICES AGREEMENTS FOR STOREFRONT
REVITALIZATION IN UNINCORPORATED EAST AND SOUTH LOS ANGELES
COUNTY (1, 2)
(3 Vote)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the Architectural Services Agreements (Agreements), attached hereto, between the Community Development Commission (Commission) and 1) Lewis/Schoepfle Architects, 2) BOA Architecture, and 3) Pickard Architects (Consultants) is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action will not have the potential for causing a significant effect on the environment.
2. Approve the award of a two-year Architectural Services Agreement between the Commission and Lewis/Schoepfle Architects, for design and other services to improve approximately 10 business facades located in the First and Second Supervisorial Districts, to be selected from target areas identified in Attachment A and completed under the Commercial Business Revitalization Program (CBRP); authorize the Executive Director to use for this purpose \$27,090 in Community Development Block Grant (CDBG) and \$7,680 in Tax Increment funds allocated to the First and Second Supervisorial Districts included in the Commission's approved Fiscal Year 2007-2008 budget; and authorize the Executive Director to execute the Agreement and all related documents, to be effective after issuance of Notice to Proceed, which will not exceed 30 days following Board approval.



3. Approve the award of a two-year Architectural Services Agreement between the Commission and BOA Architecture, for design and other services to improve approximately 10 business facades located in the First and Second Supervisorial Districts, to be selected from target areas identified in Attachment A and completed under the CBRP; authorize the Executive Director to use for this purpose \$27,090 in CDBG and \$7,680 in Tax Increment funds allocated to the First and Second Supervisorial Districts included in the Commission's approved Fiscal Year 2007-2008 budget; and authorize the Executive Director to execute the Agreement and all related documents, to be effective after issuance of Notice to Proceed, which will not exceed 30 days following Board approval.
4. Approve the award of a two-year Architectural Services Agreement between the Commission and Pickard Architects, for design and other services to improve approximately 10 business facades located in the First and Second Supervisorial Districts, to be selected from target areas identified in Attachment A and completed under the CBRP; authorize the Executive Director to use for this purpose \$27,090 in CDBG and \$7,680 in Tax Increment funds allocated to the First and Second Supervisorial Districts included in the Commission's approved Fiscal Year 2007-2008 budget; and authorize the Executive Director to execute the Agreement and all related documents, to be effective after issuance of Notice to Proceed, which will not exceed 30 days following Board approval.
5. Authorize the Executive Director to increase the above Agreements by a maximum of \$3,863.33 each for unforeseen project costs, using a total of \$9,030 in CDBG and \$2,560 in Tax Increment funds allocated to the First and Second Supervisorial Districts included in the Commission's approved Fiscal Year 2007-2008 budget; and authorize the Executive Director to execute amendments to the Agreements for such purposes, following approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to award two-year Architectural Services Agreements to Lewis/Schoeplein Architects, BOA Architecture, and Pickard Architects, to complete design services for up to 30 facade improvements under the CBRP.

FISCAL IMPACT/FINANCING:

There is no impact on the County General Fund. The First Supervisorial District will provide \$69,750 for contract services and \$7,750 as a contingency for unforeseen

project costs for all three Agreements, using allocated CDBG and Tax Increment funds, for a total of \$77,500. The Second Supervisorial District will provide \$34,560 for contract services and \$3,840 as a contingency for unforeseen project costs for all three Agreements, using allocated CDBG and Tax Increment funds, for a total of \$38,400.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In 1980, your Board approved implementation of the CBRP in various areas of Los Angeles County. The program assists business owners and operators to upgrade their properties by providing grants to improve building exteriors and to correct building and zoning code violations. CDBG and Tax Increment funds included in the Commission's approved annual budget are used to fund the improvements.

Project managers from the Commission's Economic Redevelopment Division are assigned to the target areas to introduce business owners and operators to the program. The grant formula will be applied per building and establishes that the property owner must contribute \$1,000 of the first \$10,000 of construction contract costs and 25% of construction contract costs from \$10,000 to \$65,000. The Commission will contribute \$9,000 of the first \$10,000, and 75% of the total construction costs ranging from \$10,000 to \$65,000. The maximum Commission contribution will not exceed \$50,250 per building for a \$65,000 construction contract. The property owner will fund all costs for construction contracts awarded in excess of \$65,000. In the event that construction costs exceed \$100,000, the Commission will seek Board approval prior to entering into that Contract.

The Commission will enter into a grant agreement with each owner, and will also participate in a three party construction contract with the owner and building contractor for the construction phase. The Commission will also prepare bid documents, assist in the contractor procurement process, and provide project management.

The Commission wishes to retain Lewis/Schoeplein Architects, BOA Architecture, and Pickard Architects to perform architectural services to improve up to 10 commercial buildings each in the First and Second Supervisorial Districts. These services will consist of the following: assess existing facade conditions; prepare designs indicating new elements such as storefront doors and windows, signage, lighting, paint, and stucco repair; prepare plans and specifications for facade improvements; obtain plan check approvals; and perform construction observation and other services and related work.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program implemented by the County of Los Angeles. Instead, the Contractor must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance, to the greatest extent possible.

The Agreements have been approved as to form by County Counsel and executed by the three firms.

ENVIRONMENTAL DOCUMENTATION:

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1) & (8), the project is exempt from the provisions of the National Environmental Policy Act, because it involves architectural design services that will not have a physical impact or result in any physical changes to the environment. This action is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS:

On October 18, 2006, the Commission initiated a Request for Statements of Qualification (RFSQ) inviting interested firms to submit statements to be considered for placement on a pre-qualified list for two years from the date of approval by the Executive Director. Notices of the RFSQ were mailed to 209 architectural firms identified from the Commission's vendor list. Announcements also appeared in eight local newspapers, the County WebVen website and the Commission's website. As a result of the outreach, 18 RFSQs were distributed.

On November 13, 2006, five firms submitted Statements of Qualifications (SOQs), which were evaluated by a staff committee of architects and program managers. The three firms of Lewis/Schoeplein Architects, BOA Architecture, and Pickard Architects were selected to enter into negotiations with the Commission resulting in three initial contracts of \$45,500 each. Based on the strong performance by all three firms under the first contracts for 13 storefronts each, staff has determined that they are qualified to provide architectural services for another 10 storefront revitalizations each. The Summary of Outreach Activities is provided as Attachment B.

IMPACT ON CURRENT PROJECT:

The proposed Agreement will provide services necessary to complete improvements on up to 30 storefront facades in the First and Second Supervisorial Districts, which will correct building code and zoning violations and provide street beautification.

Respectfully submitted,


for CARLOS JACKSON
Executive Director

Attachments: 3

ATTACHMENT A

Los Angeles County Community Development Commission

Exhibit A

Contracted Services/Subrecipients

Design and construction management contractors, asbestos removal contractors, asbestos testing consultants, labor compliance, department liaison, testing, monitoring abatement, asbestos, and inspection services will be provided by CDC Construction Management Division staff and/or outside consultants, architects, and engineers on a year-to-year basis.

Community Business Revitalization Program improvements will be provided by construction contractors.

Funding Summary

<u>Cost Category</u>	<u>Amount</u>
Uncategorized	\$1,024,517.00
Total	\$1,024,517.00

First District

Service Area

<u>Region</u>	<u>Population</u>	<u>Low/Mod Pop</u>
5327.00 BG 1 FLORENCE - SUP DIST 1 -U	418	385
5327.00 BG 2 FLORENCE - SUP DIST 1 -U	1,143	928
5327.00 BG 3 FLORENCE - SUP DIST 1 -U	1,216	1,033
5330.00 BG 1 FLORENCE - SUP DIST 1 -U	2,220	1,818
5330.00 BG 2 FLORENCE - SUP DIST 1 -U	1,920	1,457
5330.00 BG 3 FLORENCE - SUP DIST 1 -U	1,364	1,065
5348.02 BG 1 WALNUT PARK -U	1,716	967
5348.02 BG 2 WALNUT PARK -U	1,251	721
5348.03 BG 1 WALNUT PARK -U	3,243	2,000
5348.03 BG 2 WALNUT PARK -U	1,694	939
5348.04 BG 1 WALNUT PARK -U	2,348	1,319
5348.04 BG 2 WALNUT PARK -U	1,734	994
5349.00 BG 1 FLORENCE - SUP DIST 1 -U	1,013	684
5349.00 BG 2 FLORENCE - SUP DIST 1 -U	2,317	1,691
5349.00 BG 3 FLORENCE - SUP DIST 1 -U	1,559	1,184
5349.00 BG 4 FLORENCE - SUP DIST 1 -U	1,655	1,039
5353.00 BG 1 GRAHAM - FIRESTONE - SUP DIST 1 -U	713	608

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Version: 0

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5353.00 BG 2 GRAHAM - FIRESTONE - SUP DIST 1 -U	1,449	1,013
5353.00 BG 3 GRAHAM - FIRESTONE - SUP DIST 1 -U	1,820	1,400
5353.00 BG 4 GRAHAM - FIRESTONE - SUP DIST 1 -U	958	646
5353.00 BG 5 GRAHAM - FIRESTONE - SUP DIST 1 -U	1,127	847
4017.01 NORTH CLAREMONT ISLANDS - SUP DIST 1 -U	286	164
4066.02 COVINA ISLANDS - CITRUS - SUP DIST 1 -U	1,262	704
4082.02 AVOCADO HEIGHTS-BASSETT -U	1,938	1,335
4083.01 AVOCADO HEIGHTS-BASSETT -U	5,519	2,989
4340.02 WHITTIER NARROWS -U	1,638	1,099
5023.02 WEST WHITTIER-LOS NIETOS - SUP DIST 1 -U	2,068	1,222
5029.02 SOUTH WHITTIER - SUP DIST 1 -U	3,588	2,255
5030.00 NORTH WHITTIER -U	5,754	3,225
5302.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	599	363
5303.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	2,548	1,671
5303.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	6,271	3,589
5304.00 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	2,304	1,879
5305.00 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	4,568	3,061

Los Angeles County Community Development Commission**Exhibit A**

5306.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	3,422	1,997
5306.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	1,486	815
5307.00 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	2,185	1,446
5308.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	6,172	3,608
5308.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	3,658	2,204
5309.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	3,954	3,017
5309.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	3,991	2,586
5310.00 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	5,493	3,673
5311.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	5,224	3,986
5311.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	2,975	1,850
5312.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	5,552	3,932
5312.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	4,990	3,488
5313.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	5,342	4,001

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5313.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	6,544	4,395
5315.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	7,633	5,035
5315.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	3,367	2,234
5316.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	4,405	3,109
5316.03 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	3,539	2,408
5316.04 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	3,742	2,506
5317.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	5,546	3,758
5317.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	4,673	3,424
5318.00 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	5,274	3,611
5319.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	6,359	3,791
5319.02 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	3,993	2,574
5320.01 EAST LOS ANGELES - BELVEDERE/CITY TERRACE/EASTMONT -U	6	6

Grand Total:**180,746****119,748 66.25% Low/Mod**

Project No: 600071-07

Version: 0

Los Angeles County Community Development Commission**Exhibit A****Contracted Services/Subrecipients**

Design and construction management contractors, asbestos removal contractors, asbestos testing consultants, labor compliance, department liaison, testing, monitoring abatement, asbestos and inspection services will be provided by CDC Construction Management Division staff and/or outside consultants, architects, engineers on a year-to-year basis.

Community Business Revitalization Program improvements will be provided by construction contractors.

Funding Summary

<u>Cost Category</u>	<u>Amount</u>
Uncategorized	\$159,750.00
Total	\$159,750.00

Second District

Service Area

<u>Region</u>	<u>Population</u>	<u>Low/Mod Pop</u>
5404.00 WILLOWBROOK -U	1,985	1,603
5406.00 WILLOWBROOK -U	3,669	2,679
5407.00 WILLOWBROOK -U	2,896	2,214
5408.00 WILLOWBROOK -U	5,569	3,330
5409.01 WILLOWBROOK -U	4,518	2,652
5409.02 WILLOWBROOK -U	4,343	2,336
5411.00 WEST COMPTON -U	3,025	1,899
5414.00 WILLOWBROOK -U	6,621	4,765
5415.00 WILLOWBROOK -U	5,202	3,797
5418.02 EAST COMPTON -U	350	212
5420.00 EAST COMPTON -U	274	243
5421.01 EAST COMPTON -U	5,917	3,612
5421.02 EAST COMPTON -U	3,907	2,630
5422.00 EAST COMPTON -U	3,132	1,738
6001.00 ATHENS-WEST ATHENS-WESTMONT -U	6,170	5,027
6002.01 ATHENS-WEST ATHENS-WESTMONT -U	4,201	3,168

Los Angeles County Community Development Commission**Exhibit A**

6002.02 ATHENS-WEST ATHENS-WESTMONT -U	6,274	4,945
6003.01 ATHENS-WEST ATHENS-WESTMONT -U	7,321	6,075
6003.02 ATHENS-WEST ATHENS-WESTMONT -U	3,378	1,797
6018.02 LENNOX -U	4,392	3,390
6025.01 ALONDRA PARK -U	2,484	1,485
6028.00 ATHENS-WEST ATHENS-WESTMONT -U	8,419	4,471
6037.04 ALONDRA PARK -U	3,630	2,522
Grand Total:	97,677	66,590 68.17% Low/Mod

ATTACHMENT B

Summary of Outreach Activities

Request for Statement of Qualifications (RFSQ) for Architectural and Services

On October 18, 2006, the following Request for Statement of Qualifications (RFSQ) process was initiated to identify the most qualified and experienced architectural firms to provide services for the development of the Commercial Business Revitalization Program (CBRP) storefront revitalizations.

A. Newspaper Advertising

Beginning on October 19, 2006, announcements of the RFSQs appeared in the following eight local newspapers:

Dodge Construction News/Green Sheet	Los Angeles Sentinel
Eastern Group Publication	Los Angeles Times
International Daily News	The Daily News
La Opinion	Wave Community newspapers

The announcement of the RFSQs was also posted on the Commission's website and the County WebVen website. Firms were asked to request the RFSQs via email directly through the County's WebVen website or to obtain the RFSQs from the Commission.

B. Distribution of Request for Qualifications

The Commission's vendor list was used to mail out the announcement of the RFSQs to 209 architectural firms, of which 116 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 18 RFSQs were requested and distributed.

C. Statements of Qualifications

On November 13, 2006, a total of five firms submitted Statements of Qualifications, of which one identified itself as minority-owned.

D. Review of Statement of Qualifications

From November 13, 2006 to January 2007, a review panel consisting of Commission staff reviewed the Statements of Qualifications and ranked each firm independently and then conducted discussions to reach a consensus scoring. Based on qualifications and experience, the three firms of Lewis/Schoeplein Architects, BOA Architecture and Pickard Architects were selected to enter into negotiation with the Commission, resulting in three initial contracts of \$45,500 each.

E. Minority/Women Participation - Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
BOA Architecture	Minority	Total: 12 10 minorities 5 women 83% minority 42% women
Pickard Architects	Minority	Total: 17 12 minorities 7 women 71% minority 41% women
Lewis + Schoeplein Architects	Women Business Enterprise	Total: 7 2 minorities 3 women 29% minority 43% women

F. Minority/Women Participation - Firms Selected for the Pre-Qualified List, but Not Awarded Projects

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Environ Architecture	Non-Minority	Total: 10 3 minorities 3 women 30% minority 30% women
RMCA Architecture, Design, Planning, Inc.	Non-Minority	Total: 8 4 minorities 2 women 50% minority 25% women

The Commission conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Commission.

The recommended award of the Agreement is being made in accordance with the Commission's policies and federal regulations, and without regard to race, creed, color, or gender.